

**School Term:** Hope Lutheran Christian School welcomes International students who intend on enrolling for a full school year, (September through June). At the Principal's discretion, an International student may enroll for a minimum of three months per school year. Priority will be given to International students who apply for a full school year, and then those who apply for periods longer than the minimum three months.

**Number of Students per Class:**

A maximum of 2 International students are permitted per class. The class limit for International students may be increased at the Principal's discretion, if space permits, and after a careful review supported by the School Board.

**Living Arrangements:**

It is the requirement of Hope Lutheran Christian School that the student lives with at least one parent or legal guardian during their attendance at Hope Lutheran Christian School.

**Registration:**

International students not already enrolled at Hope Lutheran Christian School should apply for the following Canadian school year by June 30<sup>th</sup>. The non-refundable application fee is submitted with the application. The non-refundable application fee is collected each time a student applies for a school year (minimum three months). International students re-enrolling are required to submit their re-enrolment form, re-enrolment fees and full tuition by the same re-enrolment deadline set for local students.

**Tuition:**

The tuition must be paid in full for the entire length of the school year the student will be attending. There are no tuition discounts for multiple siblings. Payment of tuition fees will be by cash, bank draft or electronic bank transfer only. Personal cheques will not be accepted. The tuition will be determined and reviewed annually by the Board.

**Refund Eligibility:**

The **application fee is non-refundable**.

The **tuition fees are non-refundable** except under the following circumstances:

- Tuition fees will be refunded if the student's application to Citizenship and Immigration Canada for a Study Permit is refused. Documented evidence of the refusal is required. The application for a Student Permit must be completed within three weeks of the date of the Letter of Acceptance issued by the School.
- Tuition and activity fees will be refunded if the student applies for Permanent Residency before submitting the completed International student application package to the School, and receives their Permanent Residency and provides official documented proof to the School before the first day of the school year in September.

No refund in tuition will be given for a student who voluntarily withdraws or is expelled from the School before the end of the student's school term. Should the parent/custodian decide after the payment of fees that the student will not be attending Hope Lutheran Christian School, in addition to forfeiting all tuition and fees paid, Hope Lutheran Christian School will require a formal letter of withdrawal from the student's parent/custodian. Hope Lutheran Christian School will also notify Citizenship and Immigration Canada that the student has withdrawn their registration.

**Agent Commission Fee:**

Hope Lutheran Christian School will pay an Agent commission fee to one Agent per student, if applicable. The fee will be paid only once per student, with a maximum payout as set by the Board. The commission fee will be reviewed annually by the Board.

**Medical Coverage:**

Hope Lutheran Christian School does not arrange medical coverage for students. Prior to obtaining the required BC Medical Services Plan coverage (available after a 3 month waiting period), students must arrange for private temporary medical insurance and provide proof to the School.

**Letter of Acceptance:**

The Letter of Acceptance will be provided within 3 business days of the tuition fees being paid in full. The Letter of Acceptance will have an expiry date of 3 weeks from the date of issue. The Letter of Acceptance provided to the family must be an original and signed in blue or coloured ink (a colour different from the ink used in the letter). A photocopy must be kept in the student's file.

**Health and Wellness:**

It is the responsibility of the family, or Agent (if applicable), to inform the School of any allergies, medical conditions, or illnesses that could affect the student's learning or participation at the School. Proof of up-to-date immunizations records (in English) must be provided to the School at the time of registration.

**Dress Code:**

It is the responsibility of each student to abide by the dress code of Hope Lutheran Christian School.